



The MCN Nonprofit Learning Center

The Minnesota Council of Nonprofits (MCN) is located in the Midtown Commons complex, 2 blocks east of Hwy 280 in the Midway area of Saint Paul. The building is at the Raymond Avenue rail stop of Metro Transit's Green Line and is on bus routes. Limited parking is available in the lot on the east side of the building. Please do not park in the spaces reserved for Carleton Place Lots at any time.

MCN's Nonprofit Learning Center includes 2 rooms that may be combined into one large space. The Lake Room (east side) is approximately 23 feet wide x 32 long. The River Room (west side) is approximately 37 wide x 27 long. The room capacity for nonprofit rentals is 35 attendees, regardless of whether one or both rooms are rented. Room set up is the renter's responsibility.

Rental of the rooms includes the use of ceiling mounted projectors (one per room), microphones and internet connectivity. Other equipment usage may require payment of an additional fee. Because MCN staff must be on-site to support use of equipment, this request must include your planned AV usage.

While food is allowed, the conference room is self-service. A hospitality bar is located in the foyer and may be used by guests; please seek staff assistance with the coffee brewer. Please bring your own coffee grounds and tea bags. Set up, clean up, and resetting of the room are the responsibility of the renter. Please plan your time accordingly. Please notify MCN staff of any spills or damage that will require additional attention; cleaning or repair fees may apply in extreme situations.

The use of alcohol and non-prescription drugs (including recreational cannabis) on MCN premises or in the parking lot is not permitted.

Under no circumstances are renters allowed to prop the building doors open unattended.



MCN Room Rental Availability and Rates

MCN rents the Nonprofit Learning Center (Lake Room and River Room) to MCN member nonprofits. Reservations may be confirmed no more than 3 months before the event is scheduled to take place. Rentals are not available outside of MCN business hours (M-F, 8:30 a.m. – 4:30 p.m.), on federal holidays, certain religious holidays or on any day that MCN's office is closed.

To inquire about a particular date, please contact Ricky Valentin Peña at rvalentinpena@minnesotanonprofits.org or 651-757-3088. Rental time must include setup and cleanup time. At least 48 hours' notice is required for cancellations. All rentals are subject to approval by MCN. Rates and terms are subject to change without notice.

MCN Member Nonprofit Room Rates: Normal Business Hours, 8:30 a.m. – 4:30 p.m.

FULL NONPROFIT LEARNING CENTER: \$100 per hour

LAKE ROOM: \$50 per hour (east side)

RIVER ROOM: \$65 per hour (west side)

Discounted Rates for Small Nonprofits: MCN is able to provide a 50 percent discount on rental fees for MCN member nonprofits with budgets under \$750,000. Please contact Ricky Valentin Peña at rvalentinpena@minnesotanonprofits.org for more information.

Liability Agreement

This agreement releases the Minnesota Council of Nonprofits (MCN) from all liability relating to injuries that may occur during any meeting or events that may occur through my or my guests' or invitees' use of the Nonprofit Learning Center. By signing this agreement, I understand, acknowledge and agree to the following:

- (i) I shall defend, indemnify, and hold harmless MCN and its officers, directors, employees, agents, affiliates, members, successors, and assigns against any and all losses, damages, liabilities, claims, actions, judgments, settlements, interest, awards, penalties, fines, costs, or expenses of whatever kind, including reasonable attorneys' fees, from any claim, loss, or suit arising from or related to my or my guests' and invitees' use of the Nonprofit Learning Center, including financial responsibility for injuries incurred, regardless of whether injuries are caused by negligence.
- (ii) I am responsible for any loss or damage to the Nonprofit Learning Center, adjoining facilities, building common areas, or building exterior or grounds. This includes all damages to any equipment, fixtures, surfaces, including the ceiling, floors and floor finishes, or any other property. I further understand, acknowledge, and agree that my liability for loss or damages is not limited to the amount of the deposits received by MCN.
- (iii) MCN is not responsible for items belonging to me or my guests or invitees that are lost, stolen, or damaged during the rental period.
- (iv) MCN will not be liable for the safety of my guests and invitees. I am liable for the actions and behavior of my guests and invitees during the rental period, and at any other time such guest or invitee is on or around the Nonprofit Learning Center as a result of my use of the Nonprofit Learning Center.
- (v) MCN will not be liable for any failure to perform or damages caused by an act of God, force majeure or other unforeseen event reasonably beyond MCN's control.

MCN Conference Room Rental

Please return completed form to MCN:

Minnesota Council of Nonprofits
2314 University Avenue West, Suite 20
St. Paul, MN 55114
FAX: 651-757-1517 | EMAIL: rvalentinpena@minnesotanonprofits.org

Organization Name: _____ MCN Member ID: _____

Organization Address: _____

Contact Name: _____ Contact Title: _____

Phone: _____ Email: _____

Rental Date: _____ Arrival Time: _____ Departure Time: _____

Room Needed: Full Learning Center Lake Room (east side) River Room (west side)

AV Needed: None Computer LCD / Screen
 Microphone Conference Call Equipment (internet calls only)

Group Size (maximum 35): _____

Total Hours: _____ **Total Fee:** \$ _____

Payment

Once your rental request has been confirmed by MCN staff, payment will be requested in advance. Reservations are not confirmed until payment is received.

Once your booking information is entered into our database, you will be able to pay the invoice by signing in to your MCN account online or requesting an invoice (for check payment).

Signature

Renter Name and Date (please print): _____

Renter Signature: _____

By signing this form, you agree to each of the clauses detailed in the Liability Agreement on page 2.